PHILIP MORRIS INTERNATIONAL INC. INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Distribution DATE: September 12, 1990

FROM: Bradley B. Brooks

SUBJECT: Records Management

This Memorandum is being sent to all Philip Morris International Records Coordinators.

I would appreciate each of you attending an important meeting of all Records Coordinators to be held on Wednesday, September 19, 1990 at 9:30 a.m. in the Management Presentation Room on the 26th floor at 120 Park Avenue. This meeting will be a training session and an informational meeting to assist your efforts in implementing the Philip Morris International Records Management policy which Aleardo Buzzi issued effective August 1, 1990. I would encourage you to bring with you any additional individuals in your department who will be providing assistance to you in the area of Records Management.

I plan to distribute at this meeting individual Records Retention Schedules for your departments. The Retention Schedules were prepared from the questionnaires which each department completed and returned several weeks ago. The Retention Schedules will need to be reviewed and approved by you and your department heads by October 1, 1990.

Our meeting should end before lunch.

Please bring to the meeting a copy of the Records Management Manual and Instructional Booklet. If you do not yet have copies, copies will be distributed at the meeting.

Kindly complete and return the attached form to my secretary by this Friday, September 14th.

cc: Messrs. Aleardo G. Buzzi
Dinyar S. Devitre
Enclosure

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